

MONROE COUNTY

JOB DESCRIPTION

Position Title: SOUTH FLORIDA WORKFORCE (REGION 23) LIAISON AND COUNTY REPRESENTATIVE FOR MONROE COUNTY GOVERNMENT		Date: October 1, 2004
Position Level: 14 20 hour weekly part time position	FLSA Status: Exempt	Class Code: 14-1

GENERAL DESCRIPTION

Primary function is to represent Monroe County Government as the Locally Elected Official (LEO) Representative Seat on the South Florida Workforce (SFW) Board (Region 23) in Miami, Florida and to also Represent the County Administrator as the Vice-Chairman of the South Florida Employment and Training Consortium (SFETC) and to serve on the associated Committees as appointed to, representing the interests of Monroe County and Monroe County Government while attending all scheduled meetings on a weekly basis or as required in the performance of assigned duties.

KEY RESPONSIBILITIES

1. * Prepares, reviews, edits, recommends and monitors all South Florida Workforce documents via the SFW website and by physical attendance of all scheduled meetings in Miami, Fl.
2. Plans, controls, staffs, organizes, represents and directs all Workforce actions in the County.
3. *Speaks to civic clubs, homeowners, property owners, radio, TV and newspapers as required. Official spokesperson for all Monroe County Workforce issues
4. Implements and monitors all Monroe County programs regarding Region 23 Workforce Program Issues.
5. *Provide policy recommendations on Workforce issues and programs to the County Administrator, BOCC, and other organizations. Consults with County Administrator periodically concerning issues, problems and progress concerning all matters pertaining to South Florida Workforce Employment and training programs.
6. Prepares, reviews, edits and approves items to be forwarded to the County Administrator for placement on the County Commission's meeting agenda and handle presentations at meetings with staff participation as necessary pertaining to South Florida Workforce issues.
7. Administer grants and consultant contracts related to the SFW or the SFETC programs.
9. Attends all scheduled SFW/SFETC Board meetings and Committee Meetings as assigned to in Miami, Fl.
10. Oversees the function of County Workforce Coordination issues and implementation Countywide.
11. Respond to all Workforce issues concerning training, employment, youth and child care services or others.
12. Provides direct liaison services to the County One-Stop Operators for maximum Workforce coordination.
13. Carry out County Hurricane duties (seasonal) as directed by the County Administrator.
14. Carry out such other projects as may be required by the County Administrator on a part time basis.
15. Serves as the Monroe County Governmental Representative (Lower Keys) to the South Florida Resource Conservation and Development Council, (SFRC&D) Homestead, Florida as a loaned County Executive.
16. Performs all other assigned duties by the County Administrator as directed concerning Project Management services as/on a part time employee basis. Provides additional administrative support services on an executive level to the County Administrator as requested of a non-specific nature.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: South Florida Workforce (Region 23) Liaison and County Representative	Class Code: 14-1	Position Level: 14 Part Time 20 hours weekly
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KEY JOB REQUIREMENTS	
<i>Education/Experience</i>	Master's Degree required. Major(s) required: Library Science, Business Administration, Social Science, Public Administration, or other areas such as Public Policy, Public Affairs or Political Science and 7 to 10 years experience. OR Bachelor's Degree and 12 years progressively responsible experience in related field.
<i>Impact of Actions:</i>	The work involves leadership and management which routinely affects Monroe County and/or the surrounding community in a demonstrable way.
<i>Complexity:</i>	Highly Complex: Work is broad in scope covering one or more complicated areas. Policy, procedures, or precedent are typically created by this position. A high degree of analytic ability and inductive thinking is required to devise new, non-standard approaches to highly intricate, technically complex problems.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies concerning all South Florida Workforce issues and Programs
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and results.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	South Florida Workforce Representative as part of senior management, is expected to be available as necessary to fulfill job obligations.
<i>Other:</i>	Certificates of continuing education in most of the department functions is preferred. Requires Florida Drivers License.

APPROVALS		
<i>County Administrator:</i>		
Name: James L. Roberts	Signature: _____	Date: October 1, 2004

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: James E. Malloch Signature: James E. Malloch Date: October 1, 2004